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## Instructions for Use of MPUC's Propane Model Operating, Maintenance and Emergency Plans April 29, 2004

**Getting your plan.** Either download our Microsoft Word file, or call us for a floppy disc or CD with the plans and other information on it.

- **Downloading the plans.** Go to the Gas Safety page of the Public Utilities Commission website -- at [www.maine.gov/mpuc/gas\\_safety.htm](http://www.maine.gov/mpuc/gas_safety.htm) -- and follow these instructions:
  - Go to the "LPG Model Plans & FAQs" section
  - Right-click on the Model Operating, Maintenance and Emergency Plans link
  - Select the "Save Target As..." option
  - When the "Save As" dialogue box pops up, choose a location to save the file, and either re-name it or accept the default file name, and hit "Save." The plan will start downloading to your computer.
  - Wait while the plan downloads (and please be patient while downloading -- it can take several minutes by cable modem, and may take longer on some dial-up systems)
- **Or call us.** Call us for the plan on a floppy disk or CD if you'd prefer. Simply contact Jean Abbott at [jean.abbott@maine.gov](mailto:jean.abbott@maine.gov) or at 207-287-1364.

**Customizing your plan.** Once the downloading has stopped, or you've opened up the file on your CD, you need to provide some basic information to customize the plan to your company.

- **Fill in the prompts.** Several prompts ask for basic information that is *automatically* added to your plan. Click "OK" rather than hit the RETURN key at each prompt, or else extra lines may be added each time the company name or a date appears in the plan.
  - Enter your company name at the first two "CompanyName" prompts
  - Enter the date you first adopt the plan at "OrigDate"
  - Enter the most recent plan annual review and re-adoption date at "RevDate." This year, since you are adopting this plan for the first time, do not complete RevDate.
  - Enter your company name (again) at the third "Company Name" prompt
- **Complete the blanks.** There are several sections of the plan where you should insert important information. Look for them -- in red.

**Review and Adoption.** Be sure to review the plan, and then adopt and follow it. To learn more about these steps, and how to use the plan, see the Commission's propane model plans fact sheet.

**Annual review and re-adoption.** Review and re-adopt the plans each year to ensure they stay current, and that you remain in compliance with the law and rules.

**If you have questions** about the plans or how to use them, information is available on the Model Operating, Maintenance and Emergency Plans fact sheet at [www.maine.gov/mpuc/gas\\_safety.htm](http://www.maine.gov/mpuc/gas_safety.htm), or contact Gary Farmer, Gas Safety Program Manager, at [gary.farmer@maine.gov](mailto:gary.farmer@maine.gov) or at 207-287-1385.

